



United States
Department of
Agriculture

Natural Resources
Conservation
Service

P.O. Box 2890
Washington, D.C.
20013

NATIONAL BULLETIN NO.

120-2-13

June 11, 2002

SUBJECT: ADS – USDA Blanket Purchase Arrangement, Boise Cascade Office Products

Action Required By: July 15, 2002

Purpose. To transmit information and procedures on use of the United States Department of Agriculture (USDA) Blanket Purchase Arrangement (BPA) with Boise Cascade Office Products (BCOP).

Expiration Date. September 30, 2002

Background. USDA has established a BPA with BCOP to provide office products, and has requested that all USDA agencies participate. One of the most important advantages of NRCS' participation in this new program is that BCOP will supply Javits-Wagner-O'Day Act (JWOD) products. The JWOD products are produced by American citizens who are blind or severely disabled, and employed by over 600 nonprofit agencies across the country.

Buyers can order the commercial items listed at the BCOP web site. BCOP will ship a high quality JWOD product that matches a buyer's requirement whenever one is available. The program enables NRCS to comply with statutory and regulatory requirements, and achieve true one-stop shopping.

JWOD and the Federal Acquisition Regulation requires that agencies satisfy requirements for supplies from or through certain sources. JWOD is higher on the source priority list than commercial sources, as well as GSA sources that were previously used by NRCS buyers to meet office product needs.

Other advantages of the new BPA program include:

- Product pricing up to 19 percent off GSA Advantage or Customer Supply Center pricing
- Product buying that is faster and cheaper than GSA Customer Supply Center
- On-line ordering using existing purchase cards
- Overnight delivery of products to your desk at most NRCS office locations
- Depth and proven performance of the Boise Cascade nation-wide supply system
- Management data on purchases

NRCS will save money on its purchases, and will also demonstrate leadership and support for JWOD by actively participating in the new program. NRCS would also be supporting the President's management initiative to expand the use of on-line procurement by mandating use of the BCOP on-line ordering system with purchase cards.

Action procedures. All NRCS purchase card holders are required to follow the procedures listed on the attachment by July 15, 2002. Card holders are to use the BCOP on-line ordering system as their primary source of office and related products after following the referenced procedures.

Contact. Refer questions to the Realty/Contract Specialist, or the Procurement Analyst on the Management Services Division staff at (202) 720-8758, or (301) 504-2171, respectively.

/s/

P. DWIGHT HOLMAN
Deputy Chief for Management

Attachment

The Natural Resources Conservation Service
provides leadership in a partnership effort to help
conserve, maintain, and improve our natural
resources and environment

AN EQUAL OPPORTUNITY EMPLOYER

PROCEDURES FOR BCOP

1. Call BCOP Federal Customer Service at 1-888-505-FEDS (3337)
2. When prompted, press the "0" key to speak to customer service representative
3. Identify yourself as a USDA-NRCS employee and that you intend to use a U.S. Government purchase card for ordering.
4. You will be asked for specific information. Give the representative the USDA Account Number = **428469**
5. Provide your full name, agency abbreviation/organizational level = **NRCS/_(from attached list)_**, complete street address including room or suite number for shipping purposes, telephone number, fax number, and email address.
6. The representative will give you a 10-digit PIN number and a Personal Ordering Profile (Consignee) Code. Record and keep these codes in a secure place.
7. Go to the BCOP site: <http://www.bcop.com/microsite/usda>
8. Complete the registration form consisting of personal information and delivery information. Within two or three days, a user name and password will be sent back to you by email.
9. After receiving your user name and password, return to the BCOP site and begin using the BCOP on-line system, as your primary source of supply.

Notes:

- The BCOP site can also be accessed from the USDA Acquisition Toolkit site:
<http://www.usda.gov/procurement/toolkit/index.html>
- Purchase Card Management System Local Agency Program Coordinators should contact their local BCOP sales representative and arrange for training of one or more employees at any NRCS office location on use of the BCOP on-line system.
- *If you have previously registered at the BCOP Federal Customer Service or their website, you must call Customer Service to ensure that BCOP has your complete user information in their system. This information is identified in the above procedures.*

Office	Abbrev.	Office	Abbrev
NATIONAL HEADQUARTERS	NHQ	REGIONAL OFFICES	
		EAST REGIONAL OFC	EARO
NATIONAL BUS MGT CTR	NBMC	SOUTHEAST REGIONAL OFC	SERO
		MIDWEST REGIONAL OFC	MWRO
INFO TECH ACQ TEAM	ITAT	NORTHERN PLAINS REG OFC	NPRO
		SOUTH CENTRAL REG OFC	SCRO
		WEST REG OFC	WERO
 STATE OFFICES			
ALABAMA STATE OFC	ALSO	MONTANA STATE OFC	MTSO
ALASKA STATE OFC	AKSO	NEBRASKA STATE OFC	NESO
ARIZONA STATE OFC	AZSO	NEVADA STATE OFC	NVSO
ARKANSAS STATE OFC	ARSO	NEW HAMPSHIRE STATE OFC	NHSO
CALIFORNIA STATE OFC	CASO	NEW JERSEY STATE OFC	NJSO
CARIBEAN AREA OFC'S	CBSO	NEW MEXICO STATE OFC	NMSO
COLORADO STATE OFC	COSO	NEW YORK STATE OFC	NYSO
CONNECTICUT STATE OFC	CTSO	NORTH CAROLINA STATE OFC	NCSO
DELAWARE STATE OFC	DESO	NORTH DAKOTA STATE OFC	NDSO
FLORIDA STATE OFC	FLSO	OHIO STATE OFC	OHSO
GEORGIA STATE OFC	GASO	OKLAHOMA STATE OFC	OKSO
HAWAII STATE OFC	HISO	OREGON STATE OFC	ORSO
IDAHO STATE OFC	IDSO	PACIFIC BASIN AREA OFC'S	PBSO
ILLINOIS STATE OFC	ILSO	PENNSYLVANIA STATE OFC	PASO
INDIANA STATE OFC	INSO	RHODE ISLAND STATE OFC	RISO
IOWA STATE OFC	IASO	SOUTH CAROLINA STATE OFC	SCSO
KANSAS STATE OFC	KSSO	SOUTH DAKOTA STATE OFC	SDSO
KENTUCKY STATE OFC	KYSO	TENNESSEE STATE OFC	TNSO
LOUISIANA STATE OFC	LASO	TEXAS STATE OFC	TXSO
MAINE STATE OFC	MESO	UTAH STATE OFC	UTSO
MARYLAND STATE OFC	MDSO	VERMONT STATE OFC	VTSO
MASSACHUSETTS STATE OFC	MASO	VIRGINIA STATE OFC	VASO
MICHIGAN STATE OFC	MISO	WASHINGTON STATE OFC	WASO
MINNESOTA STATE OFC	MNSO	WEST VIRGINIA STATE OFC	WVSO
MISSISSIPPI STATE OFC	MSSO	WISCONSIN STATE OFC	WISO
MISSOURI STATE OFC	MOSO	WYOMING STATE OFC	WYSO